

LOGS MAINTAINED BY TSS/LB

1. Requisition Log to record the assignment of TSS requisition numbers and to record the receipt of related cables, dispatches, and incoming requisitions.
2. Cargo Log to record the receipt of a "run-off" copy of a requisition involving a shipment of materiel.
3. Library Request Log recording the receipt of Form No. 1395, Loan and Purchase Request for Books, Documents and Periodicals.
4. Printing Services Requisition Log to record the receipt of Form No. 70.
5. Log of Memoranda for services requested from O/L, etc.
6. Contract Log to record the receipt and transmittal of contracts.